

State of California  
**Department of Health Services**



**GRAY DAVIS**  
*Governor*

July 31, 2003

CMS Information Notice No.: 03-09

**TO:** ALL COUNTY CALIFORNIA CHILDREN'S SERVICES (CCS)  
ADMINISTRATORS, CHILD HEALTH AND DISABILITY PREVENTION  
(CHDP) PROGRAM DIRECTORS, DEPUTY DIRECTORS, MEDICAL  
CONSULTANTS, STATE CHILDREN'S MEDICAL SERVICES (CMS)  
BRANCH STAFF AND REGIONAL OFFICE STAFF

**SUBJECT:** SUBMISSION OF REPORT OF CMS PERFORMANCE MEASURES

This Children's Medical Services (CMS) Information Notice contains the instructions for submission of the Report of Performance Measures found in the CMS Plan and Fiscal Guidelines (PFG), Section Three, Scope of Work. The Report of Performance Measures is due November 30, 2003.

### **Introduction**

The use of performance measures to evaluate the effectiveness and success of public health program interventions and activities is part of public health practice. With time, effective program activities enable the attainment of CMS goals and outcomes.

Reporting on the CMS performance measures is a Scope of Work requirement. Starting in Fiscal Year (FY) 2002-03, CMS local programs have been using tracking systems and other data collection methods to measure their work with communities, provider networks and target populations.

### **Report of Performance Measures**

The CMS PFG, pages 57 and 58 provide brief directions for the completion and reporting of the Performance Measures for FY 2002-2003. The Report of the Performance Measures is to be comprised of two elements. The first element is the result of the activities related to the performance measure as indicated by the definition and the report form for each Performance Measure.



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[www.consumerenergycenter.org/flex/index.html](http://www.consumerenergycenter.org/flex/index.html)

Children's Medical Services Branch  
714/744 P Street, P.O. Box 942732, Sacramento, CA 94234-7320  
(916) 327-1400

Internet Address: <http://www.dhs.ca.gov/pcfh/cms>

These results are summarized in the Performance Measure Profile found on page 58. For example, the total score for Performance Measure number one is written in the Performance Measure Profile with a copy of the Report Form for Performance Measure number one attached. The second element for the Report of Performance Measures is a brief narrative not to exceed two or three pages.

The narrative should:

- Outline the ways that each program or joint administration approached the task of collecting information and data and the selected time period for the measurement that best addressed local practices.
- Respond to the following questions related to the Performance Measures and their defining characteristics.
- Report the current tracking systems that collect data and information that can be used to measure outcomes and program performance?
- Include the new element(s) needed to be tracked and how can they be tracked?
- Describe which Performance Measure or defining characteristic took the greatest time to research and define?
- Describe which other agencies, if any, were involved in assisting with the development of tracking methods/systems?
- Describe how decisions were made on the approach to be used to collect and test data related to the Performance Measures and defining characteristics?
- Describe any steps taken to validate the data to ensure the initial elements were being tracked correctly?
- Describe the plans that are being implemented for tracking and reporting of the Performance Measures for FY 03-04?

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Please send one original and three copies of your CMS Report of Performance Measures that includes the Performance Measures Profile and Report Forms and Narrative (not to exceed two to three pages) to your CMS Regional Administrative Consultant, by November 30, 2003.

**Original Signed by Maridee Gregory, M.D.**

Maridee A. Gregory, M.D., Chief  
Children's Medical Services Branch